

HRE & PAYROLL SYSTEM INTERFACE

Production Cutover Timing

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| Feb. 21, 2003 | Last update from old HRE system into old payroll system - This file includes all approved transactions sent to payroll effective for the pay period ending 2/14/2003 and paid 2/28/2003. |
| Feb. 28, 2003 | Load payroll master file data into new system – This file includes HRE transactions up through 2/14/2003. |
| Mar. 03, 2003 | First update from new HRE system into new payroll system - This will update the new payroll system with all approved transactions with effective dates no earlier than 2/15/2003. Going forward, the HRE interface file will update payroll every workday night. HRE transactions that are rejected will be corrected by DHRM the next workday in a SAP Batch Data Correction session. |
| Mar. 03, 2003 | Agencies' HR staff begins entering personnel actions that will update the new payroll system. |
| Mar. 03, 2003 | Agencies' payroll staff begins entering time for the pay period beginning 2/15/2003, ending 2/28/2003 and paid 3/14/2003. |

Ongoing Timing Issues

More frequent updates: Many functions in the new payroll system require up to date information. The new interface between HRE and payroll allows agencies to update personnel data in payroll through updates from HRE every workday night. It will be increasingly important to the proper payment of employees that personnel data is kept up to date.

Retroactive personnel actions: The new payroll system automatically recalculates an employees' pay if their pay rate changes earlier than the current pay period. The system relies on effective dates and a history of what was paid to recalculate the employees' past pay and adjust their current pay accordingly. Transactions with an effective date earlier than 2/15/2003 will be rejected because the new system has no history upon which to base a recalculation. If an action is sent from HRE with an effective date earlier than 2/15/2003, it will be changed to 2/15/2003 in the payroll system but remain the same in the HRE system. In the HRE system, a retroactive pay action can go back up to 13 pay periods but no earlier than the beginning of the fiscal year. In addition, a retroactive pay action can only go from the current assignment effective date forward. If a retro adjustment is required for actions that occurred outside the allowable timeframes, a manual calculation of the adjustment can be entered directly into the payroll system.

New Hires: Time entry cannot occur for an employee until he is hired in the SAP system.

Transfers: Time entry operators cannot enter time for an employee who does not have Home Agency, Home Org, and Distribution codes for which they have security. If an employee transfers out of your organization, be sure to process the transfer as soon as possible.

Terminations: Termination actions must be updated to payroll from HRE before the leave payouts associated with terminations can be paid in payroll. The effective date of terminations cannot fall within a closed pay period. The payroll system does not pay employees for any time or other pay that occurs after the effective date of their termination. Retroactive pay can be processed for time or other pay that occurred before the effective date of their termination.

Data Correlation

Certain data elements in HRE impact the way an employee's payroll is processed in a way that is different than it does in the current system. The spreadsheet titled "SAP and HRE Field Names and Functionality" lists the data elements in SAP, a description of the effects they have on employees payroll processing and the corresponding HRE data elements. It may be necessary to refer to this spreadsheet to better understand some of the data issues described below.

Data Issues

Work Schedule Code: These codes designate the daily work schedule of employees. The schedule assigned to an employee should correspond to the actual daily hours they normally work. Work schedules are much more important in the new system than they were in the old system. The new system expects the employee to work according to their schedule. When an employee does not work or take leave according to their schedule, proper data entry of their time requires more of an effort than it did in the old system.

Pay Status: Employees in auto pay status should not have a work schedule where total daily hours exceed 80 in a pay period. If an employee is designated as "Autopay Hourly", the system automatically pays all daily scheduled hours except where time has been entered. If the time entry operator forgets to properly adjust an auto pay employees' schedule, overpayments will occur. To illustrate: An employees' Pay Status is Autopay Hourly and he is placed in Work Group 199, (24 hours a day, seven days a week). If the employee works eight 10-hour days, the time entry operator must adjust the daily schedule to zero for the six days he did not work. Otherwise, the employee will be paid 80 hours for the eight days worked plus 144 hours he was scheduled to work 24 hours.

Work Groups: The SAP system applies FLSA rules according to the Work Group an employee is assigned regardless of the FLSA status of the position. For example, if an employee is in a position that is FLSA exempt and assigned to Work Group 71, he will be paid or accrue comp time at time and a half whenever he works over 40 hours in a week.

New Hires: Time cannot be entered for dates preceding the effective date of the hiring action.

Terminations: Termination actions for retiring employees must include comments to indicate how many annual, excess, and comp hours are being paid out, how much sick leave is being paid out, and how much of the employees sick and converted sick leave is to be used to buy PEHP medical insurance. Otherwise, payroll will be unable to determine how much of their leave balances to payout upon termination.